



# DoD Scholarship and Fellowship Program Notional Appointment Timeline

## Before Graduation

### At Award Selection

- Management indicates interest in hiring a scholarship recipient
- Applicant is identified
- Management Identifies position/billet to be filled
- Management develops hiring plan
- Consider position qualification and employment requirements. These may include but are not limited to: background investigation, fingerprinting, financial disclosure, service and/or mobility agreements, etc.
- Management conducts review to determine applicant's eligibility for appointment

## After Graduation

### Upon Graduation

- Individual provides Agency with documentation from the Scholarship Program Office showing that they have completed the academic pursuit portion of the scholarship and they have a service obligation to fulfill
- Agency accepts completion letter from university in lieu of degree conferral on transcript per OPM General Schedule Qualification Policies (<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-policies/#url=e4>)
- Agency issues final job offer and provides on-boarding information to employee

### 1 Year – 4 Months Before Graduation

- Issue tentative job offer and indicate position requirements (<https://www.opm.gov/policy-data-oversight/human-capital-management/hiring-reform/hiring-process-analysis-tool/the-tentative-job-offer-and-acceptance-element>)
- Agency completes employment requirements before graduation

### Within 60 Days After Graduation

- Employee Enters on Duty (EOD)
  - Ensure a copy of the employee's official transcripts and service agreement are filed in the employee's eOPF

### After 2 Years Satisfactory Continuous Service

- Agency non-competitively converts employee to a permanent career or career-conditional appointment after satisfactory completion of two years continuous service

**Note:** This document provides an overview of the program's basic policies and procedures. For detailed guidance see April 2010 Memo; "Implementation of Authority to Employ Individuals Completing Department of Defense Scholarship or Fellowship Programs".